

MONROE COUNTY

JOB DESCRIPTION

Position Title: DIVISION DIRECTOR PUBLIC SAFETY/MARATHON AIRPORT
MANAGER

Date: 06/03/03

Position Level: 14

FLSA Status: Exempt

Class Code: 14-5

GENERAL DESCRIPTION

Primary function is to manage, guide, direct and administrate a major division of Monroe County Government which is concerned with providing Emergency Communications, Emergency Management functions, Marathon Airport operations, Solid Waste and Recycling programs to and for the public.

KEY RESPONSIBILITIES

1. *Plans, controls, staffs, organizes, represents, and directs all Division programs in the County.
2. Prepares, reviews, edits, and approves items to be forwarded to the County Administrator for placement on the County Commission's meeting agenda and handle presentations at meeting with staff participation as necessary.
3. *Prepares, reviews, edits, recommends and monitors the division's budget.
4. Prepares, reviews, edits, recommends and enforces, when applicable, ordinances, regulations, policies and procedures.
5. Prepares, reviews, edits, and recommends plans, studies and reports.
6. Interviews applicants, reviews applications and recommends hiring of all division personnel. Directs, implements, and monitors all county programs regarding personnel issues within the Division.
7. Evaluates existing programs and recommends improvement, expansion, or establishment of new programs.
8. Supervises the gathering of empirical and statistical data and provides written status reports.
9. Conducts staff meetings, maintains contact and coordination with national, state and local organizations and represents the county and division to other organizations and the general public.
10. *Speaks to civic clubs, homeowners, property owners, radio, TV and newspapers as required. Official spokesperson for all Divisional issues.
11. *Serves as Division Coordinator for the County Administrator during disasters to best utilize resources of division.
12. Provides policy recommendations on Division issues and programs to County Administrator, BOCC, and other Divisions. Consult with County Administrator periodically concerning issues, problems and progress of the Division.
13. *Direct and oversee the Marathon Airport, Solid Waste and Recycling programs.
14. Carry out such other projects as may be required to accomplish the function of the Division.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education/Experience:</i>	Master's Degree required and 7 to 10 years experience OR Bachelor's Degree required with major (s) in Business Administration, Management, Public Administration and 12 years progressively responsible experience in related field.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Multifaceted: Supervision is present on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with County-wide policies.
<i>Communication with Others:</i>	Requires continuing internal and external contacts involving difficult formal negotiations calling for well-developed sense of timing and strategy and detailed explanation and interpretation of policies, rules and regulations and managing relationships at the highest level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	Division Director, as part of senior management, is expected to be available as necessary to fulfill job obligations.
<i>Other:</i>	Requires Florida Drivers License.

APPROVALS		
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____